DCIN/NCIC
FILE TRANSACTIONS

3

Special Operations Division
Criminal Information and Identification Section

Revised 05/29/2009

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Title:	**Module 3 - DCIN/NCIC File Transactions**

Purpose:	To present Users an overview of: - the types of records that may be entered into DCIN and NCIC Files. - the transactions used to enter and maintain those records. - regulations regarding criteria for entry and maintenance of supporting documentation.
Training Objectives:	At the end of this instruction, Users will be able to achieve the following objectives: 1. Identify the transactions that are used to enter and maintain accurate records into DCIN/NCIC files. 2. Explain entry procedures that must be followed when entering a record for an agency for which you provide DCIN access. 3. Explain timeliness, accuracy, and completeness as they relate to DCIN/NCIC file transactions. 4. Explain DCIN's policy on documentation retention for records entered into DCIN/NCIC files. 5. Given a scenario, identify which DCIN or NCIC File a particular record could be entered into, if any. 6. Explain the procedures that must be followed when performing validations on record entries. 7. Explain the difference between a quality control message and a serious error message.
Hours:	Six (6)
Instructional Method:	Lecture/Discussion

Training Aids:	Computer Slide Projector Computer Slideshow Student Outline/Workbook
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Revised By:	Julie S. Kidd District Training Specialist Training Unit SBI Criminal Information and Identification Section
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I. INTRODUCTION TO FILES

A. ACCESS
1. Generally, law enforcement/criminal justice agencies nationwide may enter and/or query these files.

2. Agencies entering records must have signed a User Agreement with DCIN or a Servicing Agreement with a servicing agency.

B. NCIC FILES
1. NCIC (National Crime Information Center) maintains files that are available nationwide.

2. File types include:
   a. Persons Files – includes Wanted, Missing, Unidentified, Identity Theft, Supervised Release, Foreign Fugitives, USSS Protective, Immigration Violators, Protection Orders, Sex Offenders and Violent Gang & Terrorist Organization Files.
   b. Property Files – includes Stolen Vehicles, Felony Vehicle, Stolen License Plates, Stolen Parts, Stolen Boats, Stolen Guns, Felony Guns, Recovered Guns, Lost Guns, Stolen Articles and Stolen Securities.

3. Files requiring special access to enter/update records:
   a. Files entered exclusively by federal agencies.
      (1) US Secret Service Protective records.
      (2) Immigration Violators.
      (3) Foreign Fugitives.
      (4) Terrorist Organizations and their members.
   b. Files requiring separate DCIN certification.
      (1) NCIC Sexual Offender Registration. *
      (2) NCIC Protection Orders. *
   c. These files are available for inquiry by most agencies.

C. DCIN FILES
1. DCIN maintains files which are available only to NC agencies.

2. These file types include Recovered Vehicles, Concealed Handgun Permittees and Registered Sex Offenders.

3. Files requiring separate DCIN certification to enter/update records include:
   a. NC Concealed Handgun Permits. *
   b. NC Sexual Offender Registration. *

> ***Note:*** ***NC law requires the county sheriff's office to enter and maintain these records.***

II. TRANSACTIONS

A. **ENTER – to place a new record in file or append supplemental records to those already on file.**
   1. Always use the ORI of the holder of the record.

   2. File criteria must be met.

   3. Timeliness.
       a. Records should be entered as soon as it is determined to be a valid report.
       b. State/federal law requires the immediate entry of some records.

   4. Completeness and Accuracy.
       a. Pack the record using as many identifiers available.
       b. Methods of obtaining additional information.
           (1) DMV inquiries.
           (2) National, state, & local criminal record inquiries.
           (3) Internal, Jail or CAD entries.

   5. Second Party Check.
       a. NCIC/DCIN requires all entries be double checked by a second person for accuracy.
       b. This check must be noted in the case file.

   6. NIC Number – unique identifier assigned by NCIC to each entry accepted to their files.

   7. FBI Number – unique number assigned by the FBI when a valid fingerprint card is received.
       a. FBI will post the wanted information in the subject's criminal history maintained by the FBI.
       b. The entering agency is notified of subsequent fingerprints received and identified with the wanted person.

   8. Social Security Number – when a SOC number is included with a person entry it is compared against other federal databases

to determine if the person is receiving federal benefits, such as, Veterans Administration, Social Security Commission or Housing and Urban Development.

9.   Supporting Documentation.
      a.   Must be maintained on all entries by the "holder of the record" for the entire retention period of the record.
      b.   May be in form of warrant, case/investigative report, found property report, etc. A copy of the entry, along with all subsequent transactions, should be maintained in the case file pertaining to that record.

B.   MODIFY
1.   Add data to one or more blank fields, change data in one or more non-blank fields, and/or delete data in one or more non-mandatory fields of an active record.

2.   Adds the validator's name to the VLN field during the validation process.

3.   Must be performed by entering agency ORI.

C.   SUPPLEMENT – Append additional identifier(s) that have already been entered into the base/active record.

D.   STOLEN/FRAUDULENT SUPPLEMENT – Must be used whenever a wanted person is known to be using identification documents that are stolen/fraudulent.

E.   LOCATE
1.   Used to indicate location of property or apprehension of a wanted person until originating agency clears the record. Also to indicate whereabouts of missing person and retires the record from file.

2.   Use only after hit confirmation has been completed.

3.   Cannot be performed by the entering agency ORI.

F.   CLEAR
1.   Remove an active record indicating recovery of property, apprehension of a wanted person, or that a missing person has been found.

2. Must be performed by entering agency ORI.

G. CANCEL
1. Remove a record when it is determined to be invalid or there is no longer any documentation to support the entry.

2. Utilized to remove supplemental data for specific fields.

3. When a record is canceled, all appended supplemental records are also canceled.

4. Must be performed by entering agency ORI.

H. QUERY OR INQUIRY – Transaction used to initiate a search of a file(s) using the identifier(s) provided.

I. HIT CONFIRMATION
1. Hit Confirmation Request (YQ) transaction allows the inquiring agency the ability to confirm with the entering agency that the person or property in the record is identical to the person or property identified in the record and the record is still valid.
2. Hit Confirmation Response (YR) transaction allows the entering agency the ability to confirm the person or property identified in the record is still valid.

III. SPECIAL NCIC FILE FEATURES

A. CAUTION INDICATORS
1. NCIC files allow special "flagging" of record entries when caution is needed when approaching the record subject.
   a. Caution & Medical Conditions (CMC) field.
      (1) Caution indicators may be used when the individual is known to be armed/dangerous, suicidal, escape risk, or other appropriate circumstances.
      (2) May be entered, and supplemented if needed, on any persons file (except Unidentified).
      (3) When CMC field is used, the reason for the caution is displayed at the top of the response.
   b. Property File Indicators.
      (1) Stolen Vehicles, Felony Vehicles, and Stolen Boats may be entered with similar caution indicators.
      (2) Specific message keys on the "Enter" transaction allow the user to flag the record as:

              (a)   Occupants Armed.

              (b)   Hold for Latent Fingerprinting.

              (c)   Occupants Armed/Hold for Latent Fingerprinting.

        (3)   Stolen Articles may be entered with flag to hold for latent processing.

2.   Agencies are encouraged to know and understand departmental policy when conveying wanted, stolen, and caution information to officers over the radio.

B.   NOTIFY AGENCY OF ALL HITS (NOA) FLAGS

1.   NCIC files allow agencies to flag their records by placing a "Y" in the "Notify Agency of All Hits" (NOA) field of the record entry form.

2.   By using this flag, the entering agency is notified automatically by NCIC whenever another ORI inquires and receives a hit on that record.

3.   False notifications are possible since NCIC may return soundexed responses on names or hits on numeric identifiers that may not be associated to the actual record subject.

4.   If NOA field is left blank, this automatic notification to the entering agency is not made.

C.   INVESTIGATIVE INTEREST TRANSACTION

1.   Most NCIC files allow an agency to place an "investigative interest" on another agency's record.

2.   This flag allows the "interest" agency to be notified whenever a hit is received on the subject of interest. This is particularly useful when the "interest" agency wants to interview a person who is wanted by another department, but the "interest" agency does not yet have grounds for the issuance of a warrant.

D.   RECORD LINKAGE

1.   Most NCIC files allow an agency to link one record to another record entered by another agency.

2.   This investigative tool allows agencies to link related records together so that an inquiry on one record will result in a hit

being received on both records (ex. a runaway juvenile entered by Apex PD may be linked to a runaway juvenile entered by Raleigh PD if the runaways are believed to be traveling together).

3.   These records are linked together by placing the ORI of the other agency in the Linkage ORI (LKI) field and the OCA of the other agency in the Linkage OCA (LKA) field. Records must be "mutually" linked, meaning each record must include the ORI/OCA data of the other record. If both records are <u>NOT</u> "mutually" linked this option will <u>NOT</u> work.

4.   The agency making the inquiry must place a "Y" in the Related Search Hit (RSH) field of the inquiry to receive both records.

E.   IMAGING
1.   All NCIC files (except Guns and Securities) allow images to be attached to record entries.

2.   Entries (EIM)
a.   The Image Entry (EIM) transaction is located under Forms, Utilities then Imaging.
b.   Entry must include NIC Number, Image Type and Image.
c.   Date of Image is the date the image was taken and <u>not</u> the date the image was attached to the entry into NCIC.
d.   Image must be in a jpg format and must be less than 32,000 bytes in order to be attached to the record entry.

3.   Images may be attached to NCIC files through Omnixx software can include any of the following:
a.   Mugshot (1 per NCIC person record).
b.   Signature (1 per NCIC person record).
c.   Identifying Image (up to 10 per NCIC person record; 1 for all other NCIC files).

4.   An identifying image may include images of scars, tattoos, or non-mugshot type images that may assist in identification of a person or property.

5.   Information regarding the entry of images to NCIC may be found in Links/Newsletters/2007/March.

IV. PERSON FILES

A. WANTED PERSONS
1. Entry should be made immediately after the decision to arrest or authorize arrest has been made and a decision has been made regarding extradition.

2. Adult Offenders.
   a. An individual, including a juvenile who will be tried as an adult, for whom a federal, felony, or serious misdemeanor warrant is outstanding.
   b. Probation and parole violators meeting the same criteria.

3. Juvenile Offenders.
   a. Juvenile status is determined by the laws of the state of residence.
   b. Juveniles adjudged delinquent who are escapees or probation/parole absconders.
   C. Juveniles charged with the commission of a delinquent act that would be a crime if committed by an adult and have fled from the state where the act was committed.

4. Entries (EW, EWC, EWJ, EWJC).
   a. NCIC (national) Wanted Persons.
      (1) NCIC policy allows all warrants (criminal and civil) to be entered, both felony and misdemeanor warrants regardless of extradition.
      (2) While the use of the Wanted Person file is voluntary, NCIC entries have multiple purposes.
         (a) Enhances officer safety.
         (b) Prevents fugitives from justice from legally obtaining firearms.
         (c) Increases chances that the fugitive will be apprehended.
      (3) Entering agency must attempt to determine, to the maximum extent, if extradition will be authorized.
      (4) The extradition status must be identified using the Extradition Limitation (EXL) field.

   b. Use of Miscellaneous (MIS) field.
      (1) Explain caution indicator(s) if needed.
      (2) Specific details on extradition limitations, if any.
      (3) Additional Warrants – use most serious in offense field.

    (4) Additional descriptive data that does not have predefined field (ex. SMT codes explained).

  c. Extradition Limitations (EXL) field.
    (1) Allows for identifying limitations of extradition, if any.
    (2) Used to Indicate:
      (a) Full extradition.
      (b) Extradite from surrounding states only.
      (c) No extradition (outside of entering state).
      (d) Limited extradition. Specific limitations must be identified in Miscellaneous (MIS) field.
      (e) Extradition details pending.

5. Retention - indefinitely until located, cleared, or canceled.

6. Adjustments to existing Wanted Person entries.
  a. Modify (MW) transaction – to add data to a blank field, to change data in a non-blank field, and/or to delete data in a non-mandatory field.
  b. Supplement (EN) transaction – append multiple names and/or alphanumeric identifiers (up to 99 AKA's and up to 9 each of DOB's, SOC's, SMT's, etc.).
  c. Stolen/Fraudulent Supplement (ENS) transaction – append information the person is using identification documents which is known to be fraudulent or stolen from another individual.

7. Wanted Person Detainer.
    a. May be added to an NCIC Wanted Person record that is in "located" status. Only records in "located" status can have a detainer added to the record.
    b. Useful when the "locating" agency is a correctional facility and the record subject is serving a sentence.
    c. Extends the retention of the NCIC record in "detainer" status until the detainer is removed (and the extradition of the subject has been arranged back to the entering law enforcement agency).

B. **MISSING PERSONS**
    1. In compliance with NCGS 143B-499.1:
        a. Immediately enter individuals reported to a law enforcement agency, as missing, by a parent, legal guardian, next of kin, physician, or other authoritative source, in accordance with state and federal laws.
        b. Immediately inform all of your on-duty law-enforcement officers of the missing person report.
        c. Use the routing list MISSPER to initiate a statewide BOLO to all appropriate law-enforcement agencies and to the NC Center for Missing Persons.

    2. In compliance with federal law/policies and procedures:
        a. Missing Persons under the age of 21 must be entered into NCIC within 2 hours once the minimum mandatory data is obtained.
        b. For persons 21 years of age and over the entering agency must have signed documentation supporting the stated conditions under which the person is declared missing. This will aid in the protection of the individual's right to privacy.
        c. In the absence of documentation from a parent, legal guardian, next of kin, physician, or other authoritative source, including friend or neighbor in unusual circumstances, or when such documentation is not reasonably attainable, a signed report by the investigating officer will suffice.

3. Disappearance circumstances should determine category used. The individual can be of any age. Categories for entry are listed below.
    a. Disabled (EMD): Missing and under proven physical/mental disability or is senile, thereby subjecting self or others to personal and immediate danger.
    b. Endangered (EME): Missing under circumstances indicating that his/her physical safety may be in danger.
    c. Involuntary (EMI): Missing under circumstances indicating disappearance may not have been voluntary.
    d. Catastrophe Victim (EMV): Missing after a disaster such as an airplane crash, hurricane, tornado, etc.
    e. Other (EMO): Person 21 years of age or older who is missing, does not meet criteria for any other category, and there is reasonable concern for his/her safety.
    f. Juvenile – Runaway (EMJ): Person under the age of 21 who is missing and does not meet any of the entry criteria set forth in the Disabled, Endangered, Involuntary, or Catastrophe Victim.
        (1) DCIN suggests including the time/date the juvenile was first determined to be a runaway in the Miscellaneous (MIS) field.
        (2) NCGS allows law enforcement to take temporary custody of a runaway (undisciplined juvenile) who is between 6 & 17 years of age and missing more than 24 hrs.

4. Uses of Miscellaneous (MIS) field.
    a. Cautions.
    b. Clothing description.
    c. Habits (smoker, nail biter, etc).
    d. Possible Destination.
    e. Possessions (money, medications).
    f. Explanation of SMT.
    g. Condition under which a juvenile is missing.
    h. Partial body recovered, remainder still missing.

5. AMBER Alert Notifications (Endangered Juveniles less than 18 years of age only).
   a. In compliance with NCGS 143B-499.7, law enforcement shall coordinate with the NC Center for Missing Persons to activate the Statewide emergency alert system, electronic DOT billboards and activate a Statewide Amber Alert.
   b. An AMBER Alert Notification (NAA) is routed statewide to all terminals on routing lists (SO PD SHP TRN10 SBD4 SBD OTHLAW) and out of state using the NLETS destination codes.
   c. The investigating agency must call the NC Center for Missing Persons to obtain an authorization code and for activation of the statewide emergency alert system and electronic DOT billboards.
   d. An Amber Alert Cancellation (XNAA) should be generated by the investigating agency when the child has been located.

6. Silver Alert – In compliance with NCGS 143B-499.8 Silver Alert is a system to quickly notify law enforcement about a person of any age who is considered a missing endangered individual that suffers from dementia or other cognitive impairment. Individuals with these mental ailments often become confused and disoriented; it is imperative that they are found quickly and returned to their caregivers.
   a. A Silver Alert Notification (NSA) is routed statewide to all terminals on routing lists (SO PD SHP TRN10 SBD4 SBD OTHLAW).
   b. The investigating agency must call the NC Center for Missing Persons to obtain an authorization code and for activation of the statewide emergency alert system and electronic DOT billboards.
   c. A Silver Alert Cancellation (XNSA) should be generated by the investigating agency when the individual has been located.
   d. Detailed information regarding the Silver Alert program may be obtained by visiting the NC Crime Control and Public Safety Website at www.nccrimecontrol.org.

7. Retention – indefinitely until located, cleared, or canceled.

8. Adjustments to existing Missing Person entries:
   a. Modify (MM) transaction – to add data to a blank field, change data in a non-blank field, and/or delete data in a non-mandatory field.
   b. Supplement (EMN) transaction – append multiple names and/or alphanumeric identifiers (Up to 99 AKA's and up to 9 each of DOB's, SOC's, SMT's, etc.).
   c. Dental supplement (ED) transaction – append dental record of the missing person.

9. Add images of missing persons when a photo is available utilizing the Image Entry (EIM) transaction.

10. Missing Person Data Collection Guide available from DCIN (LINKS, NCIC Info) to aid in collection of dental information and physical characteristics.

11. Quality Control Notifications.
    a. NCIC notification sent after record on file for 30 days.
    b. Agency Responsibilities:
       (1) Review case to determine if person is still missing.
       (2) Contact complainant if appropriate.
       (3) Utilize Missing Person Data Collection Guide if needed.
       (4) Add or append any additional identifying information.

12. Locate Missing Person (LM) transaction – locate will automatically retire the entire missing person record including all supplemental data.

C. **UNIDENTIFIED PERSONS**
   1. Entries may be made by any law enforcement agency.
      a. Unidentified Living Person (EUL) who is unable to ascertain his/her Identity (amnesia victim, infant, etc.).
      b. Unidentified Deceased Person (EUD) – deceased person whose identity cannot be ascertained including recovered body parts if dismembered.
      c. Unidentified Catastrophe Victim (EUV) – a victim of a catastrophe for whom the identity cannot be ascertained or body parts if dismembered resulting from a catastrophe.

   2. Retention – indefinitely until cleared or canceled.

3. Adjustments to existing Unidentified Person entries.
   a. Modify (MU) transaction – to add data to a blank field, to change data in a non-blank field, and/or to delete data in a non-mandatory field.
   b. Supplement (EUN) transaction – append SMT's (up to 19).
   c. Dental supplement (EDU) – append dental record of the unidentified person.

4. Add images utilizing the Image Entry (EIM) transaction for unidentified persons when a photo can be used for identification.

5. Unidentified Person Data Collection Guide available from DCIN (LINKS, NCIC Info) to aid in collection of dental information and physical characteristics.

6. Quality Control Notifications.
   a. NCIC notification sent after record on file for 30 days.
   b. Agency Responsibilities:
      (1) Review case to determine if person has been identified.
      (2) Utilize Unidentified Person Data Collection Guide if needed.
      (3) Add or append any additional identifying information.

D. **NCIC CROSS SEARCH OF MISSING AND UNIDENTIFIED PERSONS**
   1. When a missing or unidentified person record is entered or modified, the data is automatically compared with all records in the other file.
   2. These comparisons are performed daily on records entered/modified the previous day.
   3. Once comparisons are made, agencies involved are notified of either possible matches or no match.
   4. Response should be provided to the investigating officer and copy included in the case file.

E. **VIOLENT GANG AND TERRORIST ORGANIZATION FILE**
   1. The purpose of the VGTO File is to:
      a. Warn Law Enforcement of potential dangers.
      b. Promote interagency exchange of information.
      c. Identify points of contact for agencies seeking information about these groups or individuals.

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      d.   Enhance national security by including names and identifiers of known Groups and Members.

2.   Law enforcement nationwide can enter identifying information on violent gangs and their members.

3.   The Terrorist Screening Center (TSC) is the only agency that can enter identifying information on terrorist organizations and their members. Local and state law enforcement must contact their local FBI Joint Terrorism Task Force to make arrangements for entry.

4.   Group Reference File (GRF).
     a.   Record of a known violent gang with group/subgroup names and identifying characteristics.
     b.   Entries (EGG).
         (1)   Criminal Gang – group of 3 or more people with common interest/activity involved in pattern of criminal or delinquent conduct.
         (2)   First agency to enter a group/subgroup record is called the "primary ORI" and can enter all fields.
         (3)   Any additional agency attempting entry on a group or subgroup already on file will have their agency's ORI and Point of Contact (POC) listed with the existing record. Up to 99 agencies can be listed in a single record.
     c.   Adjustments to Group Reference records.
         (1)   Modify (MGG) transaction – add data to a blank field, to change data in a non-blank field, and/or to delete data in a non-mandatory field.
         (2)   Supplement (EGGN) transaction – append tattoos, dress, hand signals, and graffiti (up to 9).

5.   Group Member File (GMF).
     a.   Records of known violent gang members identified and known by entering law enforcement agencies.
     b.   Records must be supported by documentation such as investigation report, arrest report, internal memorandum, etc.
     c.   Retention – 5 years, unless date of purge specified in record; or indefinitely if entered by corrections agency.
     d.   Member Entries (EGM).

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Must be a member of a gang organization which is entered in the GRF and has admitted membership, or
Been identified as a member by a reliable source, by corroborated information, or by association with the group.

e. Adjustments to Group Member records:
   (1) Modify (MGM) transaction – add data to a blank field, change data in a non-blank field, and/or delete data in a non-mandatory field.
   (2) Supplement (EGMN) transaction – appendage of multiple names and/or identifiers (up to 99 AKA's and up to 9 each of DOB's, SOC's, SMT's, etc.).

6. Security and Dissemination.
   a. VGTOF information is law enforcement/criminal justice use only.
   b. Limited access ORI's do not have access to this file.

F. SUPERVISED RELEASE

1. Any local, state, and federal supervision officers may enter records in NCIC for subjects who are put under specific restrictions during their probation, parole, supervised release sentence, or pre-trial sentencing.

2. Entries (EC, ECC).

3. Retention – indefinitely, until cleared or canceled.

4. Adjustments to existing Supervised Release records.
   a. Modify (MC) transaction – to add data to a blank field, to change data in a non-blank field, and/or to delete data in a non-mandatory field.
   b. Supplement (ECN) transaction – append multiple names and/or alphanumeric identifiers (up to 99 AKA's and up to 9 each of DOB's, SOC's, SMT's, etc.).
   c. Stolen/Fraudulent Supplement (ECNS) transaction – append information the person is using which is known to be fraudulent or stolen from another individual.

G. IDENTITY THEFT

1. Any law enforcement agency can enter victim information of identity theft.

2. Provides law enforcement nationwide with information necessary to determine whether an individual in question is the victim of the identity theft or the actual offender. This information is also beneficial in either preventing a false arrest of the actual victim or in effecting the arrest of the suspect.

3. Entry into the Identity Theft File must be supported by an official complaint.

4. Documentation for entry must meet the following criteria before an entry can be made.
   a. Someone is using a means of identification of the victim (denoted in the Identity Theft and Assumption Deterrence Act of 1998 as any name or number that may be used, alone or in conjunction with any other information, to identify a specific individual).
   b. The identity of the victim is being used without the victim's permission.
   c. The victim's identity is being used or intended to be used to commit an unlawful activity.
   d. The victim must sign a consent waiver prior to the information being entered. This waiver is available in LINKS-NCIC INFO.

5. Entries (EID, EIDC).

6. Retention – 5 years from the date of entry or until the Date of Purge (DOP) is equal to the current date.

7. Adjustments to existing Identity Theft records:
   a. Modify (MC) transaction – to add data to a blank field, to change data in a non-blank field, and/or to delete data in a non-mandatory field.
   b. Supplement (ECN) transaction – append multiple names and/or alphanumeric identifiers (up to 99 AKA's and up to 9 each of DOB's, SOC's, SMT's, etc.).

V. PROPERTY FILES

A. VEHICLES
1. Any motor driven conveyance designed to carry its operator except boats; (examples include cars, trucks, tractors, trailers, mopeds, aircraft, etc).

2. Types of files.
   a. Stolen Vehicles.
      (1) A vehicle reported stolen and a theft report filed with law enforcement.
      (2) Types of entries (EV or EVA or EVP or EVF).
      (3) LIC and VIN should be used to identify vehicle and in the same formatted entry screen.
      (4) VIN is edited for check digit and vehicle year characters.
      (5) NC DMV Enforcement receives a copy of all NC Stolen Vehicle entries and requests that the current owner's name/address be placed in Miscellaneous (MIS) field.
      (6) Retention – year of entry plus 4 years; records not containing VIN/OAN only 90 days.
   b. Felony Vehicles.
      (1) A vehicle, which is not stolen, used in the commission of a felony, and it's whereabouts are unknown that can be identified by LIC or VIN.
      (2) Types of entries (EF or EFA or EFP or EFF).
      (3) Retention – 90 days.
   c. Stolen License Plates.
      (1) License plate which has been removed and stolen separately from a vehicle. May enter if owner uncertain if lost or stolen.
      (2) Types of entries (EL or ELA or ELP or ELF).
      (3) Retention – year of entry plus 4 years.
   d. Stolen Parts.
      (1) Any serially numbered component that has been stolen from a vehicle/boat. e.g., engines, axles, bumpers, outboard motors, etc.
      (2) Types of entries (EP or EPP).
      (3) Retention – year of entry plus 4 years.

   e. Recovered Vehicles.
      (1) DCIN file for vehicles in the possession of a law enforcement agency that are not reported stolen and the owner is unknown/cannot be contacted.
      (2) This file is not for a stolen vehicle that has been recovered.
      (3) Type of entry (ERV).
      (4) Retention – year of entry plus 4 years.

B. STOLEN BOATS

    1.   A vessel for transport by water, constructed to provide buoyancy by excluding water and shaped to give stability and permit propulsion; must have registration, document, owner applied, or hull number; examples include jet skis, canoes, sail boats, etc.

    2.   Types of entries (EB or EBA or EBP or EBF).

    3.   Retention – year of entry plus 4 years; records not containing a BHN is only 90 days.

C. GUNS

    1.   Any weapon that is designed to or may be readily converted to expel a projectile by air, carbon dioxide, or the action of an explosive; e.g. pistols, rifles, shotguns, etc. (BB guns and paintball guns are excluded and are entered into the Article file).

    2.   All gun entries must contain serial numbers.
        a.   Do not use model number, stock number, or owner applied number as the serial number.
        b.   If more than one serial number appears on the gun, use the frame number as the serial number.

    3.   Types of files.
        a.   Stolen Guns.
            (1)   Serially numbered weapon for which a theft report exists.
            (2)   Entries (EG or EGP).
            (3)   Retention – indefinitely, until action is taken to clear or cancel.
        b.   Recovered Guns.
            (1)   Serially numbered weapon (abandoned, seized, or found) for which no stolen or lost gun report exist and must be in possession of entering agency or readily available for examination.
            (2)   If entering agency loses custody, record must be canceled.
            (3)   Entries (ERG).
            (4)   Retention – remainder of year entered plus 2 years.
        c.   Lost Guns.

(1) Serially numbered lost or missing weapon for which the entering agency has supporting documentation.

(2) Entries (ELG).

(3) Retention – indefinitely, until action is taken to clear or cancel.

d. Felony Guns.

(1) Serially numbered weapon believed to have been used in the commission of a felony and the location of the weapon is unknown.

(2) Entries (EFG).

(3) Retention – indefinitely, until action is taken to clear or cancel.

D. STOLEN ARTICLES

1. Stolen property identified by unique serial number and/or owner applied number except items entered in the boats, guns, vehicles, license plates, parts, or securities files; examples include bicycles, appliances, livestock, etc.

2. Single entry (EA or EAP).

3. Must use unique serial number or owner applied number or both.

4. Group entries (EAA) - items must be identical and have consecutive serial numbers.

5. Retention – year of entry plus 1 year with some exceptions.

E. STOLEN SECURITIES

1. Securities are identified as currency; e.g., Federal Reserve Notes, Silver Certificates, U. S. Notes, Canadian Notes, and other foreign currency, etc.; those documents or certificates that are generally considered to be evidence of debt (Treasury-issued bills, bonds, and notes; municipal and corporate bonds; debentures; other nonpersonal notes; etc.) or ownership of property (common or preferred stock); documents which represent subscription rights (stock warrants, stock rights); other types traded in securities exchanges in the United States, except for commodities futures; postal and other types of money orders, traveler's checks, warehouse receipts, savings certificates, and interest coupons on stocks and bonds.

2.   Personal notes, bank drafts, cashier's checks, bank officer's checks, certified checks, personal checks, company checks, U.S. Treasury checks, other types of government checks, lost or stolen credit cards, gold or silver coins, gift certificates, and savings and checking account passbooks are not to be entered in any NCIC file.

3.   Single entry (ES) – by serial number, issuer, and denomination.

4.   Group entries (ESS) – securities must be identical with consecutive serial numbers.

6.   Retention - year of entry plus 4 years with some exceptions.

VI.   SYSTEM INTEGRITY

A.   VALIDATIONS
1.   Purpose.
   a.   Ensure entries maintained in the NCIC/DCIN files are accurate, complete, and still valid.
   b.   All NCIC files, except Articles, are subject to validation.

2.   Method.
   a.   Utilize the Enhanced Validations On-Line Verified Electronically (EVOLVE) software.
   b.   On a monthly basis, an email validation notification will be sent informing agencies that their records are ready to be validated.
   c.   Notification will include records entered during the month being validated for the current year and all previous years.
   d.   Thirty (30) days after the first email notification, NCIC will send a $F message. This message is both a warning and a reminder that the record is due for validation.
   e.   If the record is not completely validated within approximately 30 days from receiving the $F a $P message will then be sent notifying the agency that the record has already been removed from NCIC and will need to be re-entered.
3.   Procedures.

a. First, review of the original entry and supporting documentation must be conducted to accomplish validation.
b. Second, complete the on-line validation through EVOVLE and NCIC (if modifying the record).
c. Must contact complainant, victim, prosecutor, court, or other appropriate individual for stolen vehicle/boat and wanted/missing person/sex offender records. Contact can be in person or by letter/phone.
d. Results of the agency's contact must be recorded in the case file. This must occur even in instances where the attempt to contact is not successful.
e. At a minimum, the date, time, method (phone, mail, in person) of the contact, who is attempting contact and the results of the contact, should be noted.
f. Using the EVOLVE software indicates the entry remains valid, needs to be modified or needs to be cancelled.
g. If record must be modified, complete a modify transaction to add data to one or more blank fields, change data in one or more non-blank fields, and/or delete data in one or more non-mandatory fields and record the name of the person conducting the validation in the Validator (VLN) field.
4. Failure to validate both steps of the validation process by the due date will result in the cancellation of the record.
5. Completed validation indicates:
a. Records have been reviewed.
b. Invalid records have been removed.
c. Records that remain are valid and active.
d. Records contain all available information.
e. The information is accurate and complete.
f. The validation has been recorded using EVOLVE or a modify transaction.

B. QUALITY CONTROL/SERIOUS ERROR MESSAGES
1. Quality Control Messages.
a. Warnings from NCIC which identify a problem/error with a entry.
b. Corrected by performing a modify or supplemental transaction.
2. Serious Error Messages.
a. Notices to your agency from NCIC that a record has been canceled due to an error in the entry.
b. An agency may re-enter only if error can be corrected.

MODULE 3:
DCIN/NCIC File Transactions

Independent Exercises

DCIN/NCIC File Categories

Using your certification manual, identify which (if any) DCIN or NCIC file you would enter the following items:

1. A runaway juvenile: _____

2. Extraditable or non-extraditable felony warrant: _____

3. Stolen gun with no serial number: _____

4. Child kidnapped by a stranger: _____

5. Stolen boat trailer: _____

6. Stolen engine from a car: _____

7. Stolen personal check: _____

8. A found child that cannot identify himself: _____

9. Stolen bicycle: _____

10. A non-extraditable misdemeanor warrant: _____

11. Stolen traveler's checks: _____

12. Stolen Jet Ski: _____

13. Vehicle used in a robbery and not stolen: _____

14. Found gun that is not in the stolen gun file: _____

15. Stolen boat motor: _____

16. Stolen riding lawn mower: _____

Wanted Persons	Stolen Vehicles	Stolen Guns
Missing Persons	Felony Vehicles	Recovered Guns
Unidentified Persons	Stolen License Plates	Lost Guns
Violent Gang/Terrorist Organization	Stolen Parts	Felony Guns
Supervised Release	Recovered Vehicles	Stolen Articles
Stolen Boats	Stolen Securities	Would Not Enter

File Transactions

1. You have entered a wanted person record. The case detective now receives information that the individual has an alias name/DOB that needs to be added to the record. You would use a _____ transaction to perform this step.

   a. Modify
   b. Supplement
   c. Clear
   d. Locate

2. While performing a second party check on a stolen vehicle entry made by your agency, you discover that the vehicle color was not entered. You now need to add the vehicle color to the record already entered. You would use a/an _____ transaction to perform this step.

   a. Modify
   b. Supplement
   c. Enter
   d. Locate

3. Your agency just apprehended an individual who has been entered as wanted by Miami PD in Florida. You have already completed the hit confirmation request and have received a hit confirmation response from Florida indicating that he is still wanted and extradition will occur. You should now perform a/an _____ transaction to indicate the apprehension of the wanted person.

   a. Enter
   b. Cancel
   c. Clear
   d. Locate

4. Charleston PD in South Carolina has recovered a gun that has previously been entered stolen by your agency. A hit confirmation has already taken place, and Charleston PD has performed a "locate." You should now perform a/an _____ transaction to remove the record from NCIC.

   a. Cancel
   b. Supplement
   c. Clear
   d. Locate

Review Questions

1. _____ transaction is to place a new record in file.

2. A _____ check is required by DCIN/NCIC to verify accuracy and completeness at time of entry. Should this check be noted? _____

3. Can a juvenile be entered as a wanted person? _____

4. A copy of all transactions should be maintained in the _____.

5. _____ transaction is to add, change, or delete data in the base record.

6. Should all missing persons who are 15 or younger be entered as a runaway juvenile regardless of the circumstances? _____

7. _____ transaction indicates that property has been found or a person has been apprehended that was not entered by your agency.

8. _____ transaction indicates recovery of property or apprehension of a person that was entered by your agency.

9. Both _____ and _____ should be used as identifiers when entering a vehicle into DCIN or NCIC.

10. _____ _____ messages are warnings from DCIN/NCIC which identify a problem/error with an entry that needs to be corrected by performing a modify or supplemental transaction.

Instructions for Taking the Online Certification Tests

1. <u>New</u> users must be authorized by the DCIN Training Specialist teaching the class before the user can test. New users will be authorized by the DCIN Training Specialist <u>at the end of the last day of instruction the user is scheduled to attend.</u>

2. **New users must attend 90% of classroom instruction in order to be authorized to test.**

3. Users who are <u>recertifying</u> do not require authorization by DCIN staff.

4. **Before any user can take a certification test, he/she must coordinate the testing with their agency's Terminal Agency Coordinator (TAC).** The TAC will schedule a date/time for the testing and may specify a particular location where the testing is to occur. If testing has not been done within fifteen days of the end of classroom instruction, the user will lose access to Trainer and **must** attend class again.

5. Users who are recertifying should not be testing unless they are within 30 days of expiring. A user can take a re-certification test up to 90 days after their expiration date has passed. Once this 90-day period has passed, the user must attend class instruction as a new user. Users who have expired will not be able to use Force until successful completion of testing in the applicable module(s).

6. **If a user takes a certification test without properly contacting his agency TAC, the score will be deleted and the student must retake that test. The user will be sanctioned by DCIN. A subsequent violation, after having been sanctioned, will result in revocation of the user's DCIN certification.**

7. Tests will consist of both true/false and multiple choice questions pulled at random from a test question pool. Generally, a test consists of either 25 or 33 questions.

8. Tests are timed. A user taking a 25-question test, for example, is allowed 40 minutes to complete the test.

9. If a student does not complete the test within the time limit allowed, the test will submit automatically.

10. While taking the online test, the user may use his/her certification manual and his/her notes from class. **The user may not use any other materials. The user cannot receive assistance from anyone while taking this test, except clarification from the TAC on how to use the Trainer software**.

11. *Cheating or assisting in cheating is fraud! If a user is caught cheating or assisting another user in cheating, the users' DCIN certification will be revoked. The results of the investigation will be turned over to NC Dept of Justice Training & Standards, who may revoke other certifications as well (law enforcement officer, criminal justice instructor, telecommunicator, and/or correctional officer certifications).*

12. When the test has been submitted for grading, the user will immediately receive a results page displaying the score for that test. This results page will display test categories (portions of the outline) and the results are broken down by category.

13. **The results page *MUST BE PRINTED*. The user should sign or initial the results page and a *COPY OF THE RESULTS PAGE MUST BE GIVEN TO THE TAC!***

14. The TAC should also sign or initial the results page and maintain this printout for 2 years. This form is subject to DCIN audit.

15. Users must make a score of at least an 80% for each test for granting of certification (or recertification). Users making an 80% or higher are granted certification rights immediately.